



October 22, 2018

NOTICE OF VACANCY

Effective immediately, applications are being taken by the Legislative Services Agency for the position of Editor/Supervisor. Applicants should submit a notice of interest to the Legislative Services Agency Director.

The Legislative Services Agency is an equal opportunity employer. Priority consideration will be given to applications received by November 2, 2018.

**Legislative Services Agency (LSA)
Job Description**

Editor/Supervisor. Salary Rate - Grade 39

This is a limited supervisory position. An employee in this position will direct the work of subordinates and have supervisory authority.

Qualifications, Skills, and Ability:

- Must possess the ability to do all or some of the following duties, all with minimal supervision by LSA Directors.
- Substantial knowledge of LSA work procedures and products.
- Ability to transfer knowledge to LSA employees and others when appropriate.
- High degree of proficiency in analyzing and recommending changes to LSA work procedures.
- Must qualify as a Senior Fiscal Legislative Analyst.
- Highly developed technical, organizational, interpersonal, and communication skills.

Duties:

- Responsible for LSA quality improvement effort to reduce waste, increase efficiency, and increase employee and customer satisfaction.
- Instruct and supervise employees regarding significant job duties.
- Allocate workload of employees on a project basis.
- Lead and supervise major agency work projects.
- Take responsibility for meeting significant work project completion deadlines.
- Work closely with LSA Directors to implement continuous quality improvement projects.
- Participate in hiring and training new employees.
- Overtime is required with partial compensatory time provided.